

DEPARTMENTAL PERSONNEL AND TRAINING ADMINISTRATOR

DEFINITION:

To manage a broad personnel and staff development program for a large department through subordinate technical and supervisory personnel; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Under general administrative direction, this class is responsible for managing comprehensive personnel and staff development functions in a large department (over 200 full-time employees) through a large number of second-line supervisors and technical staff, and in cooperation with the Department of Human Resources. In addition, this class acts for the appointing authority in such designated matters as labor relations, grievances, personnel and staff development policies.

EXAMPLES OF DUTIES:

Plans, organizes, assigns, directs, coordinates and reviews the activities of departmental staff development managers, supervisors and administrative staff engaged directly or indirectly, independent of or in cooperation with the Department of Human Resources in such functions as recruitment, selection, classification, staff utilization, job analysis, validation, employee relations, including negotiations and dispute resolution, affirmative action, disciplinary action, and payroll administration; initiate in-service and career development training, personnel and staff development statistics and reports; consults with employee organization representatives on grievances, and complaints; meet and confer on other employee matters; consults with department management, staff and representatives of other departments and organizations concerning personnel administration and staff development matters; prepares, reviews and approves departmental position papers and policies on personnel administration and staff development matters; interprets state and federal regulations and procedures applicable to the Department of General Services, Public Works, Child Support, Assessor/Recorder, County Clerk, or the Office of the District Attorney, and assures compliance with those regulations; monitors activities of Federal, State and County agencies and individuals in order to assure that the department takes appropriate actions to meet the requirements or satisfy the needs of such agencies and individuals; when appropriate, meets or appears before such agencies or individuals to represent the interests of the Department.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Principles and practices of public administration.
- Principles and practices of public personnel administration.
- Public sector employee relations concepts.
- Negotiation techniques.
- Grievance procedures and dispute resolution techniques.
- Relevant federal, state and county labor and employment laws, guidelines, rules and regulations and memorandums of agreement.

- Payroll administration.
- Principles and practices of employee training and staff development.
- Federal, state and local employment laws and regulations.
- Supervisory principles and practices.

General Knowledge of:

- Rules and regulations of the Civil Service Commission.
- Organization, operations and procedures of the County.
- Wage and salary administration.
- Organization, operation and procedures of the Department of General Services, Assessor/Recorder, Child Support, Public Works, or the Office of the District Attorney.
- Local training resources.
- Trainer/Consultant contracts and contract administration.
- General Management System in principle and in practice.

Skills and Ability to:

- Write concise reports regarding public issues.
- Communicate effectively both orally and in writing.
- Conducts interviews effectively.
- Supervise staff and manage personnel-related projects.
- Counsel subordinate staff and line managers.
- Resolve complaints and functions effectively in stressful situations.
- Analyze complex problems involving many diverse adversary viewpoints and develop methods to resolve those problems.
- Read and comprehend large volumes of complex narrative data.
- Edit data for clarity of interpretation.
- Persuade individuals to change opinions.
- Train and evaluate subordinates.
- Plan, organize, assign, and supervise complex office management functions.

EDUCATION/EXPERIENCE:

Education, training and/or experience which would demonstrate the application of the knowledge and skills listed above. An example of education/experience combination which would likely provide the required knowledge and skills is: a bachelor's degree from an accredited college or university in Personnel, Public or Business Administration or Industrial Relations, plus five (5) years of professional personnel experience which includes management of broad personnel administration, payroll administration and employee training programs in a large (over 200 employees) organization through subordinate supervisors.

SPECIAL NOTES, LICENSES OR REQUIREMENTS:

License:

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.

Probationary Period:

Incumbent's appointed to permanent positions in this class shall serve a probationary period of twelve (12) months. (Civil Service Rule 4.2.).

Background Investigation:

Some departments require successful completion of a thorough background check.